



## United States Department of the Interior

### NATIONAL PARK SERVICE

Chattahoochee River National Recreation Area  
1978 Island Ford Parkway  
Atlanta, GA 30350-3400

IN REPLY REFER TO:

### **FILMING/PHOTOGRAPHY PERMIT INSTRUCTIONS**

Enclosed is your application for a Filming/Photography Permit.

*"The service...shall promote and regulate the use of ... national parks ... [its] purpose is to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." (16 U.S.C. 1)*

36 CFR § 5.5 Commercial Photography states:

*"Before any motion picture may be filmed or any television production or sound track may be made, which involves the use of professional casts, settings, or crews, by any person other than bona fide newsreel or news television personnel, written permission must first be obtained from the Superintendent...."*

*"The taking of photographs of any vehicle, or other articles of commerce or models for the purpose of commercial advertising without a written permit from the Superintendent is prohibited."*

The Superintendent of Chattahoochee River NRA establishes the following guidelines as they relate to filming and photographic activities within the park.

It is the policy of Chattahoochee River NRA to accommodate filming and photography when and where possible, while adhering to this mandate. Primary consideration will be given to potential resource damage and to anticipated disruption of normal public use.

Under the filming and photography regulations, a written Application for a Filming/Photography Permit will be accepted no earlier than one hundred eighty (180) days and no later than three (3) days prior to the desired event.

Generally, permits are not required for:

- Film, video, or still photography involving five or fewer people, using only hand-carried and self-contained equipment, working in areas normally open for public use, and completing their park use within the normal visitation hours of the park, unless the project includes product endorsement or advertising.
- Film, video or still photography news crews at news worthy or new making events.
- Film, video or still photography done pursuant to a cooperative agreement or contract with the National Park Service (NPS) or Department of the Interior.

A request for filming or photography permit may be denied if:

- In the opinion of the Superintendent the filming activity requested represents an unreasonable threat to the park resource, including wildlife.
- It is determined that oversight requirements for the proposed project will place unreasonable burdens on staff capacity, irrespective of the permittee's willingness to pay any costs.
- The proposed filming or photography would conflict with the visitors' normal use of the park.
- The request includes entry into areas closed to the general visiting public, or which would allow activities not permitted to the average visitor.

#### **Filming/Photography Permits:**

Permits are issued for filming, photography and associated sound recording when necessary to ensure protection of resources; to prevent significant disruption of normal visitor uses; or involve product or service advertisement, models, set dressings, or equipment too large to be hand-carried. Permits are required for access to areas normally closed to the visiting public.

Allow sufficient time for evaluation by the park staff before the start date for your activity in the park. Your request will be evaluated on the basis of the information in your application; therefore you are encouraged to attach maps, diagrams, script pages or storyboards to assist the park staff in evaluating your request.

Most requests can be processed within three (3) working days. Requests which involve multiple locations, complex logistics, or coordination with other visitor activities, will require additional days to process. All projects undergo environmental or cultural resource evaluation.

### **Commercial Activities:**

Federal Law prohibits commercial activities within areas administered by the NPS unless the business is operating under a Federal contract or permit. Your group may bring food and beverages purchased outside the park which are prepared and consumed by people from your group. Commercial businesses you wish to utilize must have a current Incidental Business Permit with the park.

### **Advertisements:**

Advertisement of commercial products is not allowed on NPS lands or waters. Commercial vehicles marked in a permanent manner, including magnetic markings, with company names or logos are not considered advertising.

Advertisements relating to the permitted event, including event applications and internet web pages, must be submitted to the park's permit coordinator and approved prior to distribution or posting. No event related materials may be posted or distributed on NPS lands or waters except as specified in the permit.

### **Costs:**

Costs incurred by NPS in conjunction with accommodating the permitted activity must be reimbursed by the permittee. Estimated costs for NPS monitoring activities on site will be calculated and must be paid when the permit is approved. Any additional NPS costs incurred will be recovered at the conclusion of the permit.

### **Sharing the Park:**

Filming or photography permit does not allow the permittee to restrict park visitors from any location; therefore sites which attract a large number of visitors should be avoided. Normal visitor use patterns will not be interrupted unless specified in the approved permit. Film/photography permit activities may not occur simultaneously with other permitted activities or unduly conflict with scheduled public activities. Visitors will be allowed to watch filming.

For more complex permit operations, or for activities which require coordination with other visitor use, and for those which are perceived to have the potential to impact park resources without proper supervision and care, at least one NPS employee will be assigned to the film/photography crew.

### **Restrictions:**

Conditions will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis:

- 1) Use of children or animals
- 2) Discharge of blank ammunition and all black powder weapons
- 3) Mechanical or pyrotechnic special effects
- 4) Stunts
- 5) Amplified music or sound
- 6) Placing of large set dressings
- 7) Filming/photography inside interiors of government administrative work areas
- 8) Film equipment or activities on roadways
- 9) Access to closed areas or access to areas during non-visitor use hours

The permit will specify the number of people and the exact types of equipment allowed. The NPS monitor on duty will not allow activities not specified in the permit. Please note that the permit does not include authority to film or photograph individuals. Model releases are the responsibility of the permittee.

### **Prohibited Activities:**

Activities having the potential to damage or significantly impact

or alter park resources are prohibited. The following are also prohibited:

- 1) Altering, damaging or removing vegetation
- 2) Vehicle use off established roads and parking areas
- 3) Use of insecticides, herbicides and pesticides
- 4) Loud noises (60 decibels or higher) between 10:00 p.m. and 6:00 a.m.
- 5) Smoking in buildings
- 6) Use of fragile vegetation areas, except on trails or already disturbed areas (as determined by NPS)
- 7) Flying aircraft below FAA recommended minimum altitude (usually 2,000 feet) or landing of aircraft except at designated landing sites
- 8) Writing on or discoloring any natural feature or structure
- 9) Harassment of wildlife (prohibited by law)

Filming of wildlife is permitted as long as there is NO disturbance, feeding, teasing, or manipulation of resident or free-roaming animals. Wildlife captured elsewhere may NOT be used in any in-park filming, whether trained or not.

#### **Closures:**

Permit activities may be restricted based on weather, emergency or seasonal conditions (fire danger, standing water after rain, nesting season, etc.). Additional closures use limits and/or restricted activities are listed in the Superintendent's Compendium.

#### **Termination of Permit:**

All filming or photography permits issued by the National Park Service are "revocable" on twenty-four (24) hours notice, or WITHOUT NOTICE if the terms of the permit are violated or as determined by the Superintendent for public safety.

Deliberate infractions of the terms of the filming permit or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit and cause for possible prosecution.

Permits will be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or

safety. Additionally, when the Homeland Security Threat Advisory Level reaches the High Condition (Orange) or Severe Condition (Red), permits will be further restricted or cancelled.

### **Application Procedures:**

Complete a Filming/Photography Permit application including detailed answers and additional pages when necessary. Attaching a site diagram depicting the area you are requesting showing the location of all uses, materials and equipment associated with the proposed event helps to speed to approval process.

In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit their social security number or Federal tax ID number when filling out the application for permit. Applications submitted without this information will not be processed.

The completed Filming/Photography Permit application must be accompanied by an application fee in the form of a check or money order in the amount of \$160.00 made payable to National Park Service. Application and administrative charges are non-refundable. Applications submitted without this fee will not be processed.

### **Application Review:**

The park's permit coordinator, Chief Ranger and Superintendent will review the application to ensure that the requested activity does not conflict with any law, regulation or policy. Further, the requested activity must avoid visitor use conflicts and not create any unacceptable impacts.

The park's permit coordinator will contact the applicant to schedule a meeting after the application has been received and reviewed. A visit to all potential filming sites in the park will usually be made at this time. By the end of the meeting, the permit coordinator should have enough information to prepare the permit once the project has been approved. The park's permit coordinator will also request that a check or money order be submitted to cover the expenses of the fees, bond and to receive an insurance document.

### **Fees, Bond and Insurance:**

The permittee will be responsible for the following fees, bond and insurance:

1. **Administrative Fee** - The permittee is reimbursing the United States expenses of processing, reviewing, approving or denying the application. Payment of this fee by check or money order payable to the National Park Service must be received with the SUP application. The non-refundable application fee is \$160.00.
2. **Location Fee** - The permittee is reimbursing the United States for the use and occupancy of National Park Service lands, waters and resources. This is based on the fair market value of the benefit provided the permittee.

| Motion Pictures/Videos |           | Commercial Still Photography |           |
|------------------------|-----------|------------------------------|-----------|
| 1 - 10 people          | \$150/day | 1 - 10 people                | \$50/day  |
| 11 - 30 people         | \$250/day | 11 - 30 people               | \$150/day |
| 31 - 49 people         | \$500/day | Over 30 people               | \$250/day |
| Over 50 people         | \$750/day |                              |           |

3. **Management Fee** - The permittee is reimbursing the United States for those expenses it incurs resulting directly from the permitted activity. These expenses include but are not limited to: site preparation, monitoring, visitor and resource protection, traffic control, site cleaning, and refuse removal. The cost for Park Rangers is a minimum of \$210.00 per ranger assigned for the first four hours or portion thereof with additional hours costing \$50.00 per hour per ranger assigned. Payment of this fee by check or money order payable to the National Park Service for anticipated expenses must be received prior to issuance of the Filming/Photography Permit. The management fee varies and will be determined prior to the permit issuance. Unanticipated expenses will be determined at the conclusion of the activity and must be received within three (3) business days.
4. **Performance Bond** - The permittee is required to ensure coverage of any unbudgeted expenses that the United States may incur as a result of the permitted activity. The amount of the bond is determined based on the type of event, duration and number of projected participants. If no unexpected expenses are incurred the bond is returned. Any expenses exceeding the performance bond will be billed to the permittee. These expenses include but are not limited to: monitoring, site cleaning, refuse

removal, and repair of damage to lands, waters or facilities. The bond must be by certified check, cashiers check or money order payable to the **National Park Service** must be received prior to issuance of the SUP.

5. **Liability Insurance** - The permittee is required to maintain liability insurance during the event. The amount of insurance shall be in an amount commensurate with the degree of risk and the scope and size of such activities authorized herein, but in any event not less than \$500,000 per person and \$1,000,000 per incident for bodily injury and not less than \$500,000 per occurrence for property damage. **All liability policies must name the United States as a co-insured** and shall specify that the insurance company shall have no right of subrogation against the United States and shall have no recourse against the Government for payment of any premium or assessment. **The policy shall list the permitted activity, dates of occurrence, and the NPS shall be identified as the certificate holder.** A copy of the certificate of insurance indicating that the required insurance is in effect must be received prior to issuance of the Filming/Photography Permit.

#### **Permit Procedures:**

1. The application and attached documents will be reviewed to ensure the protection of park resources and compliance with policy and regulation. All activities undergo environmental or cultural resource evaluation to comply with the National Environmental Policy Act.
2. When the application is ready for approval the permit will be prepared by the park's permit coordinator and signed by the Superintendent and Chief Ranger. The completed permit will detail the activities and locations to be authorized. Any activities not specified in the permit are not allowed. Note: No activity on NPS property may begin until the permit has been approved by the park and signed by the permittee.
3. The park's permit coordinator will contact the permittee. The permit, with conditions and other attachments, will either be mailed to the permittee for signature or available in person at Island Ford Park Operations Building during regular office hours (Monday through



Friday between 9:00 AM and 4:00 PM).

4. The permittee shall sign and date the permit after reviewing it for accuracy. Note: No activity on NPS property may begin until the permit is returned to the park with fees paid and insurance in effect.
5. The permittee shall return the signed permit to the park's permit coordinator along with the following:
  - A. Location Fee - A check or money order payable to the **National Park Service**.
  - B. Management Fee - A check or money order payable to the **National Park Service**.
  - C. Performance Bond - A certified check, cashiers check or money order payable to the **National Park Service**.
  - D. Liability Insurance - A copy of the certificate of insurance indicating that the required insurance is in effect and **the United States is listed as a co-insured**.
6. Once the permit has been approved the park's permit coordinator will contact the permittee. The permit will either be mailed or be available for the permittee at Island Ford Park Operations Building during regular office hours (Monday through Friday between 8:00 AM and 4:00 PM).
7. The permittee is required to keep a copy of the approved permit with attachments at the assigned area during the duration of the event.

**Post Event Follow Up:**

1. At the conclusion of a permitted event, the assigned area will be inspected for cleanliness and damage. Any unanticipated management expenses or unbudgeted expenses will be billed to the permittee. Payment of this bill may be made by check or money order payable to the **National Park Service**.
2. Once any outstanding bills have been paid, the Performance Bond shall be returned to the permittee either by Federal Express or certified Mail with return receipt or it will be available for the permittee at Island Ford Park Operations Building during regular

office hours (Monday through Friday between 9:00 AM and 4:00 PM).

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12/23/07